LINQ

Once CEU setup has been completed, HR users can add CEU courses directly to an employee's Course History in **Human Capital Management > Mange Employees > CEU/Licensure**. From this tab, HR users can also view employee CEU history that falls within the CEU Renewal Period.

	TEST										0	۹. ±
Manage Em	Dioyees () TIMOTHY							۵ :	Staff Actions 🌓 Ma	anage Documents 🛛 🕞	Notes £	History
Demographics	Jobs	Deductions	Compensation	Tax Info	Dates of Service	Retirement	Local Use	Contacts / Dependents	CEU / Licensure	Positions	Con	tracts
									Policies			
CEU Tota	IS PERIOD LIFET	IME										
Renewal Period 0.00	Total CEU Credits	Renewal Period Con 0.00	ient Credits	Renewal Period Other Cr 0.00	edits	Renewal Period Literacy Cred 0.00	lits	Renewal Period Digital Learnin 0.00	g Credits R	enewal Period Technology Credit		
Renewal Period 0.00	School Admin Credits	Renewal Period TES 0.00	r Credits									
Licensure)											
No Licensure R	ecords											

In the Employee Portal, employees will add new CEU requests, request approval, manage existing requests, and view their CEU information.

 EMPLOYEE REPORTS 	Submit CEU for Approval					
©© CEU/WORKSHOP → Submit CEU for Approval	Completion Date	Status				
	Last 30 Days	Penaing				🕂 Add
	A Completion Date	Course Code	Course Name	Type of Credits	CEU CreditsStatus	
	0 10/24/2022	Test	Test Course Name	CEU Credits	1.00 Pending	
	Completion Date: 10/24/2022	Status: Pending				08
	Course Code:	Course Name:		Location:		
	Test	Test Course Name		New Course Location Test		
	Facilitator:		Course Type:	Type of Credit:	CEU Credits	
	Facilitator Test Name		HQ	CEU Credits	1.00	
	Technology: 1.00			Admin Notes:		



LINQ

CEU requests from the Employee Portal display for HR users in Human Capital Management > CEU/Workshop > Review Employee Submitted CEUs. From here, HR users can view all submitted CEU requests and approve/deny requests.

LINQ ERP Unit TJ							0 🔧
view Employee Sub	mitted CEUs [®]						
earch Q		CLEAR FILTERS					
Employee #	Employee Name	Course Code	Course Name	Approval Status	Type of Credit	CEU Credits	Documents Included
990215	ATEST1	ME1 Course	ME1	Pending	CEU Credits	1.25	
A99020	ATEST6	1124	Course 3	Pending	CEU Credits	4.00	Approve
A99020	ATEST	1123	Course 2 of 10	Pending	Semester Hours	3.375	View
							PENDING
Employee: ATEST6							
Course Name - Code Course 2 of 10 - 1123				Completion Date08/31/2022	0	P/07/2022	
			Course Facilitator			Document	t Count
Course Location			Flain			, i i i i i i i i i i i i i i i i i i i	

During this process, employees can search through their submission history and can edit or delete pending requests in the Employee Portal.

View / Edit Submit CEU for	Approval						×
Status: Pending Completion Date					[⊗ Supporting Documents	
10/24/2022						CEU Credit Breakdown	
Course Code	Course Name					Туре	Credits
Test	Test Course Nam	ie.				Technology	1.00
Test - Test Course Name			Location			Content	0.00
Facilitator Test Name			New Course Location Test			Literacy	0.00
Course Type		Type of Credit		Credits		Digital Learning	0.00
HQ	•	CEU Credits	•	1.00		School Admin	0.00
						Other	0.00
						TOT	AL: 1.00
						CANCEL	SAVE



LINQ

In addition, the employee's profile displays CEU information by Lifetime or by Renewal Period, Licensure Information from DPI, and Course History.

	Profile								
Home									
Profile	Personal Contacts Dependents Tax Info CEU								
Clock In / Out Timesheets	CEU Totals								
Leave Balance	RENEWALPERIOD LIFETIME								
Documents	Renewal Period Total CEU Credits: Renewal Period Total CEU Credits: Renewal Period Literacy Credits: Renewal Period Litera								
S CEU/WORKSHOP	Renewal Period School Admin Credits: Renewal Period Other Credits: 0.00 0.00								
	Licensure								
	No Licensure data available.								
	Search COURSES LICENSURE								
	No Course data available.								

Three reports are available to HR users in LINQ ERP NC with this feature: CEU History By Course, CEU History By Employee, and CEU Totals.

• **CEU History By Course**: This report allows the user to print a report of the history of CEUs by course.

Report Options			
Employment Status *	▼ Sites'		Position Type * All
leanes Ontions			
Icense Options			
License Report Option			*
License Expiration Date Range	e Data Bases To *		
7/1/2022	6/30/2023	•	
Course Options			Display Options
			- Facility - A. A.
Course Code 🗙	Location	×	Last 4 Digits
Course Name Contains			
Course Completed On or After	•		

